

State of Nevada IT Project Oversight Committee

Agenda & Meeting Minutes

Meeting Name: ITPOC
Facilitator: Kathy Ryan
Recorder: George Trennin
Date: August 4, 2005
Time: 1:30 PM
Location: State Library Board Room

Attendees

Members	Attend ✓	Guests
Roberta Roth, UCCSN		
Kathy Ryan, DoIT	✓	
Dave McTeer, IFS		
John Stewart, NDOT	✓	
Janet Pirozzi, DETR	✓	
Kathy Comba, DPS	✓	
Chuck Moltz, AG	✓	
Grant Reynolds, B&I		
George Trennin, DoIT	✓	

Minutes –

The minutes from the 07/07/05 meeting were reviewed and approved.

Agenda Items and Discussion

1.	Review of the SOS Statewide Voter Registration System: The committee reviewed the monthly report and did not have any questions.
2.	Review of the Education Bighorn project: The NDE Superintendent, Keith Rehault, provided a letter introducing Shawn Franklin as the new project manager in addition to other staff changes. The new project manager, Shawn Franklin will provide project status presentation to the ITPOC at the 09/01 meeting. The committee reviewed the IPR and noted an actual project completion of 70%.
3.	Child Nutrition Closeout Report: The committee reviewed the project closeout report and read the process evaluation and team evaluations. It was suggested that this be a part of a project lessons learned repository.
4.	Review of the Taxation Unified Tax project: The committee reviewed the monthly report and the QA report. It noted that the project was 99.99% complete. 3 significant pending items relating to the Phase I full implementation were still outstanding (1) TS to ACES interface (2) TAX Produced Correspondence (3) Revenue accounting. Dave Haws to provide closeout report for Phase I and an IPR for Phase II.

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5.	Real Estate Licensing Project Closeout Report: The committee did not receive the project closeout report.
6.	Welfare Forms and Notices Solution Project Closeout Report: The committee reviewed the project closeout report and reviewed the process evaluation, team evaluation, and vendor evaluation. The vendor came highly recommended for future State work.
7.	Review of the DETR Contributions Redesign project: The committee reviewed the monthly report and discussed the 8/31/05 target end date which had been modified from 6/30/05 due to the inclusion of mainframe emulators originally designated for the core system development.
8.	Review of the DoIT Microwave project: The committee reviewed the monthly report and noted the new target date of 8/31/05 for Phase 2A and a new target date of 10/31/05 for Phase 3. Phase 2A is making preparations for final acceptance of all sites.
10.	Review of monthly Wildlife Licensing project: The committee reviewed the monthly report and noted that some deliverables were overdue. A closeout report is expected for December 5, 2005.
11.	Discussion items: (1) The committee discussed upcoming FY06 IT Projects. Kathy Ryan indicated that presentations of new projects in coming months are being scheduled as they pass through the project initiation phase. (2) The committee discussed approach and future review of the Project Delivery Framework. The introduction of the Project Delivery Framework to the State might be best served in a web-based format with the Framework Definition simply outlining High-Level project approaches.

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Action Items¹

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
75.	4/1/04	<p>PROCESS IMPROVEMENTS:</p> <p>Review all ITPOC PSPs and update as needed. Look at consolidation. Some new forms have been added and one has been deleted. As an interim measure, revise existing IPR with minor adjustments adding fields for resolution date and status. The PSPs need to reflect these changes.</p> <p>Develop a template and guide for contingency plans.</p> <p>Reference guides need to be developed for the IPR, Project Closeout report and the Deliverables Payment Schedule. For the IPR guide it should include instructions to include staff time along with the contract amount for the vendor, and equipment and other costs for a total budget.</p> <p>Revisit the weighting criteria used for the Risk Assessment. Some items automatically should make a project high-risk. Revamp IPR risks area, indicate resolution dates, escalation dates, provide instructions for elaborating on issues and risks.</p> <p>Develop an alternate method for calculating variances on the IPR. Change the form to ask the project managers to provide a status for the stated risks and issues on the IPR. If something has been resolved it needs to be noted as such.</p> <p>Review the November report from the NDE Big Horn project vendor, Otis Ed, and evaluate if some segments of it, such as status of issues and color coding (R,Y,G) should be added to the IPR.</p> <p>Add Quality Assurance reports to the reports sent to the ITPOC for review.</p> <p>Review QA format to consolidate essential points from IPR and UTS QA into one view. Also show activities since last review (delta).</p>	GEORGE	Ongoing	
82.	7/1/04	Complete the list of questions the ITPOC will ask of project managers making their initial presentation to the committee.	ALL		

¹ *Action Item:* A commitment to complete an action or an assignment.

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Item No.	Date Opened	Description	Assigned To	Status	Date Closed
119.	5/7/05	Education Bighorn project: Request clarification regarding the contract's detailed scope of work and server acquisition and requirements from Shawn Franklin.	Kathy	In Progress	
131.	7/7/05	Taxation Unified Tax project: Request Dave Haws to provide closeout report for Phase I.	Kathy	Done	
133	7/7/05	Taxation Unified Tax project: Request Dave Haws to provide new IPR and kickoff information for Phase II.	Kathy	Done	
134	7/7/05	Real Estate Licensing project: Request a closeout report.	Kathy	Done	

Decisions²

Item No.	Decision	Date

Approved By

Signature	Name	Role	Date

² *Decision*: Reaching a conclusion... particularly in response to a course of action.